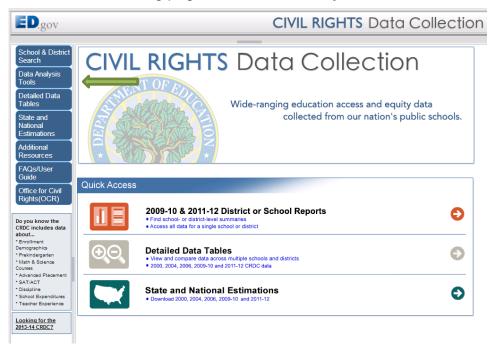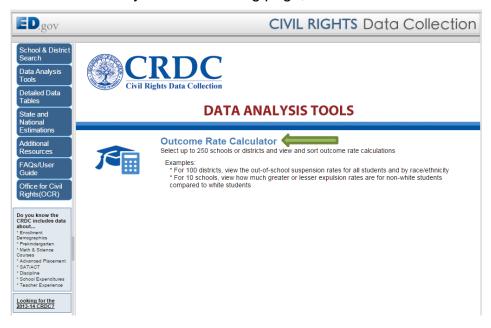# Tutorial for Using the
Outcome Rate Calculator Tool

Step 1. Navigate to the CRDC website (http://ocrdata.ed.gov).

Tip: The tool works best with Chrome.

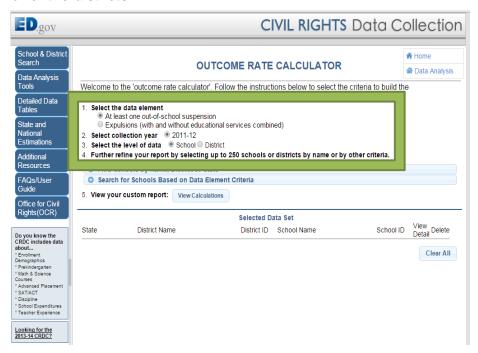**Step 2.** On the CRDC landing page, select **Data Analysis Tools** from the left navigation.

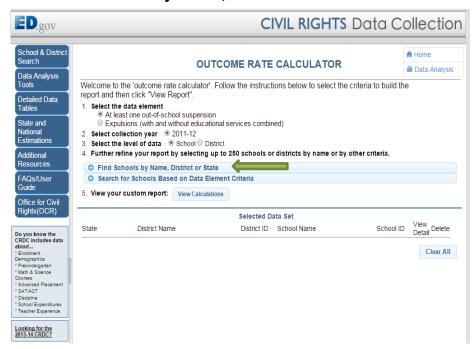**Step 3.** On the Data Analysis Tools landing page, click **Outcome Rate Calculator**.

Step 4. On the Outcome Rate Calculator landing page, select the appropriate **data element**, **collection year**, and **level of data** to include in your analysis.

Note: The level of data is the unit of analysis for your report – individual schools or entire districts.

Step 5. Select up to 250 schools or districts by name or by other criteria. There are different ways to add schools or districts to your analysis. The different ways of adding data are outlined in separate steps.

- To add school level data by school name, go to **Step 6a**.
- To add school level data by district name, go to **Step 7a**.
- To add school level data by data criteria, go to **Step 8a.**
- To add district level data by district name, go to **Step 9a**.
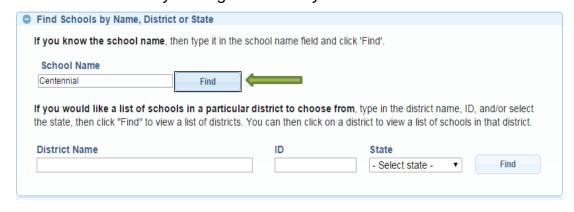- To add district level data by data criteria, go to **Step 10a.**

Step 6a.   Click **Find Schools by Name, District or State**.

Step 6b.   Enter the **School Name** (e.g., "Centennial").

Click **Find**. A list of schools will appear.

Tip: Use broad search terms and then narrow your selection. Do not include terms like "elementary" or "high school" in your search.
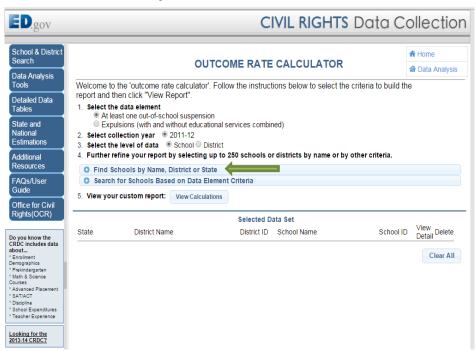
Step 6c. Select the schools to include in your analysis by checking the corresponding boxes on the left (limited to 250 schools). To select all the schools, check **Select all**.

Click **Add to Data Set** to add all of the selected schools to your analysis.
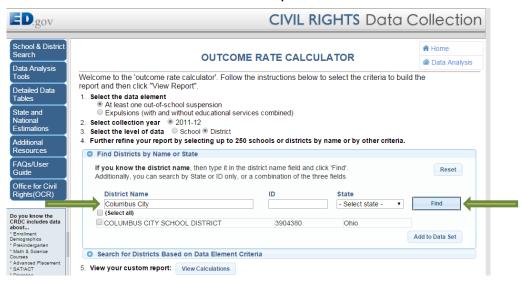

Proceed to **Step 11**.

Step 7a. Click **Find Schools by Name, District or State**.

Step 7b.   Enter the **District Name** (e.g., "Columbus City").

Click **Find**. A list of districts will appear.

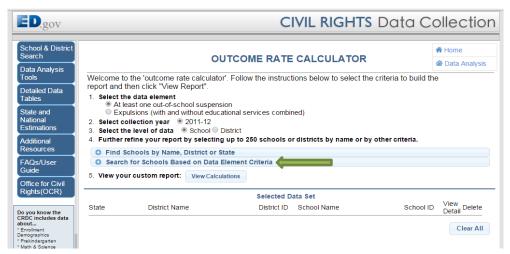*Note: ID and State can be used to help narrow the results.*

Step 7c.   Select the appropriate district by clicking on the name. A list of schools within the district will appear. Select the schools to include in your analysis by checking the corresponding boxes on the left (limited to 250 schools). To select all the schools, check **Select all**.

Click **Add to Data Set** to add all of the selected schools to your analysis.

Proceed to **Step 11**.

Step 8a.   Click **Search for Schools Based on Data Element Criteria**.

Step 8b.   Select criteria from **Characteristics, Membership, Staffing and Finance**; **College and Career Readiness**; or **Discipline** tab to refine your search.

Click **Find**.

*Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **School Name**, **District Name** or **State**. If you leave those empty, all schools are considered.*

For example, for a list of magnet schools in Maryland with less than 1000 students, select "Maryland" in the **State** box, select "yes" for **Magnet School**, and then enter "Less Than 1000" for **Enrollment Total**.

Step 8c.   Select the schools to include in your analysis by checking the corresponding boxes on the left (limited to 250 schools). To select all the schools, check **Select all**.

Click **Add to Data Set** to add all of the selected schools to your analysis.
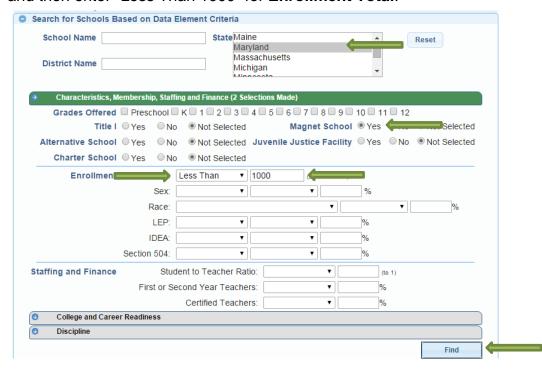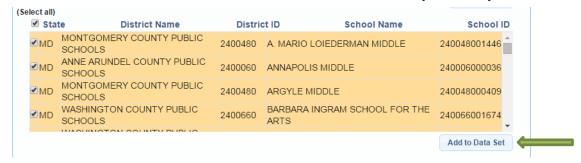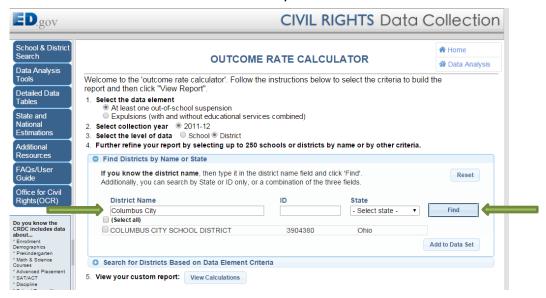

Proceed to **Step 11**.

Step 9a.   Click **Find Districts by Name or State**.

Step 9b.   Enter the **District Name** (e.g., "Columbus City").

Click **Find**. A list of districts will appear.

*Note: ID and State can be used to help narrow the results.

Step 9c.   Select the appropriate district to include in your analysis by checking the corresponding box on the left. To select all the districts, check **Select all**.

Click **Add to Data Set** to add all of the selected districts to your analysis.

Proceed to **Step 11**.
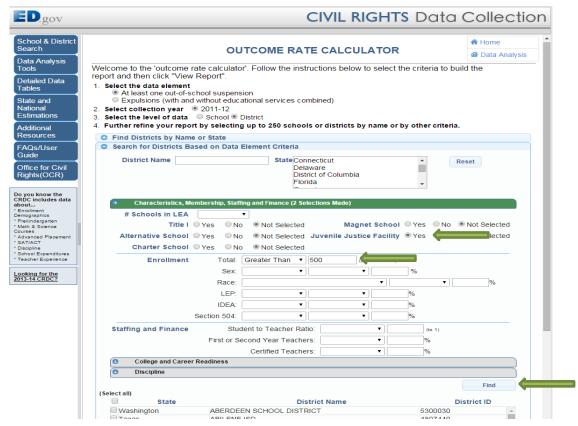
Step 10a. Click **Search for Districts Based on Data Elements Criteria**.

Step 10b. Select criteria from **Characteristics, Membership, Staffing and Finance**; **College and Career Readiness**; or **Discipline** tab to refine your search.

Click **Find**.

*Note: A combination of criteria from any of the tabs can be selected. It is not necessary for you to enter a **District Name** or **State**. If you leave the field empty, all districts are considered.*

For example, to create a list of all districts with greater than 500 students enrolled and with at least one juvenile justice facility, click "Yes" for **Juvenile Justice Facility** and enter "Greater Than 500" for **Enrollment Total.**

Step 10c.   Select the districts to include in your analysis by checking the corresponding boxes on the left (limited to 250 districts). To select all the districts, check **Select all**.

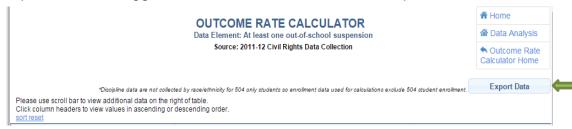Click **Add to Data Set** to add all of the selected districts to your analysis.
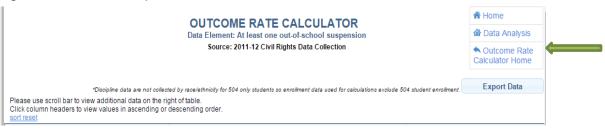

Proceed to **Step 11**.

Step 11.   Click **View Calculations** to see your analysis.

Step 12.   View your generated report. Use the scroll bar to view the information presented on the far right of the table. You may click the column headers in the table to view the values in ascending or descending order. To interpret the analysis, see *Interpreting the Results from the Outcome Calculator* section (pg. 11).

Step 13.   To export the data to Excel, click **Export Data** in the upper right corner of the report. This will trigger a download of the data in Excel spreadsheet format.

Step 14.   To conduct another search, click **Outcome Rate Calculator Home** in the upper right corner of the report.

Interpreting the Results from the Outcome Rate Calculator

The generated report includes the student counts, discipline rates, and discipline ratios. The information that is presented is disaggregated by race/ethnicity and reflects the discipline category, out-of-school suspension (OSS) or expulsion, selected in Step 4.

At the far right of the table, you will see information regarding OSS ratios, which explains how much more (or less) likely it is that a student of color will be disciplined than a White student. The ratios are represented by X:1, where X represents the likelihood of the student receiving a disciplinary action (i.e., OSS or expulsion).

For example, in the analysis snapshot shown below, Black students in Joppatowne High are 2.05 times more likely to receive an OSS than their White peers. Hispanic students are 1.38 times more likely to receive an OSS. The discipline data are not collected by race/ethnicity for students with disabilities under Section 504 only, so enrollment data used for calculating the ratios and rates exclude Section 504 student enrollments.

	OSS ratio (X more likely to receive OSS than white)					
School	AME	ASI	HI PAC	BLA	HIS	TWO
JOPPATOWNE HIGH	0.00	6.11	0.00	2.05	1.38	2.60

Term / Acronym	Definition
AME	American Indian or Alaska Native
ASI	Asian
HIPAC	Native Hawaiian or Other Pacific Islander
BLA	Black or African American
HIS	Hispanic or Latino of any race
WHI	White
TWO	Two or more races
TOT	Total
OSS Rate	Percentage of students that receive at least one out-of-school suspension
OSS Ratio	Likelihood that students of color will receive at least one out-of-school suspension compared to White students
Expulsions Rate	Percentage of students that receive expulsions
Expulsions Ratio	Likelihood that students of color will receive expulsions compared to White students